Completing the Excel Generic Water Quality Parameter Analysis Spreadsheet Template for Approved Parties

April 14, 2016

The purpose of this Standard Operating Procedure (SOP) is to explain how to complete the Excel **Generic Water Quality Parameter Analysis Spreadsheet template for Approved Parties** and submit it to the NJDEP regarding Water Quality Parameter (WQP) analytical data. Please see below for step-by-step instructions for completing the Excel template. Additionally, you can refer to Appendix 1 which contains a list and description of all the fields on the Excel **Generic Water Quality Parameter Analysis Spreadsheet for Approved Parties** template. It also includes whether the field is mandatory and any values in the drop-down menu (if applicable) for a field.

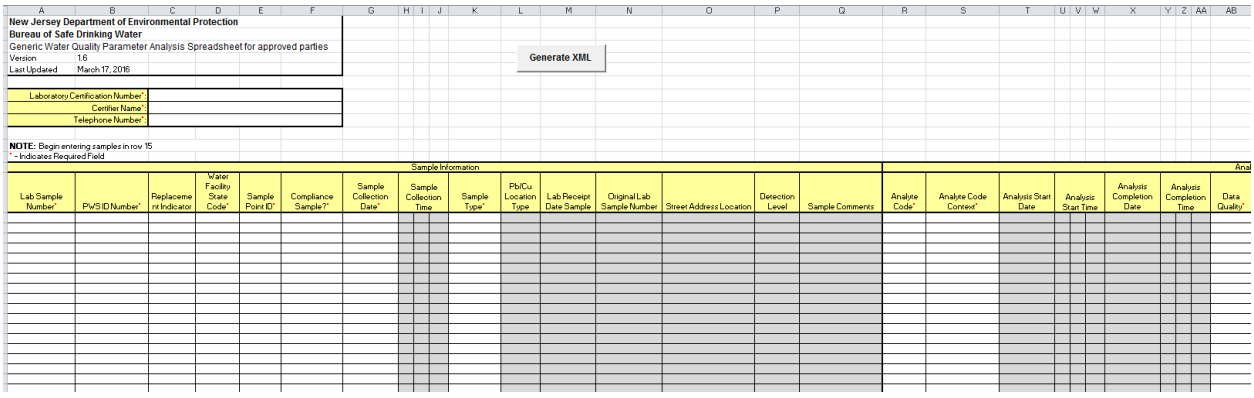
Appendix 2 contains a list of acceptable analytical methods for all of the Water Quality Parameters.

Appendix 3 contains a list of important reminders and other information related to completing the Excel Generic Water Quality Parameter Analysis Spreadsheet.

Instructions for Completing the Excel Generic Water Quality Parameter Analysis Spreadsheet for Approved Parties Template

1.) Complete the Excel **Generic Water Quality Parameter Analysis Spreadsheet for Approved Parties Spreadsheet** template using Appendix 1 which lists and explains all of the fields. Additionally, please refer to Appendix 3 on page 11 for specific information regarding certain fields.

Figure 1: The Excel Generic Water Quality Parameter Analysis Spreadsheet for Approved Parties



New Jersey Department of Environmental Protection
Bureau of Safe Drinking Water
Generic Water Quality Parameter Analysis Spreadsheet for approved parties
Version 1.6
Last Updated March 17, 2016

Generate XML

Laboratory Certification Number*:
Certifier Name*:
Telephone Number*:

NOTE: Begin entering samples in row 15
* - Indicates Required Field

Sample Information

Lab Sample Number*	PWSID Number*	Replacement Indicator	Water Facility State Code*	Sample Point ID*	Compliance Sample?*	Sample Collection Date*	Sample Collection Time	Sample Type*	Pb/Cu Location Type	Lab Receipt Date Sample	Original Lab Sample Number	Street Address Location	Detection Level	Sample Comments	Analyte Code*	Analyte Code Context*	Analysis Start Date	Analysis Start Time	Analysis Completion Date	Analysis Completion Time	Data Quality*

2.) Once you have completed the template, save an electronic copy of it.

3.) Send the completed Excel template as an attachment to an e-mail to the following address: watersupply@dep.nj.gov. In the subject line of the e-mail, enter the following if your water system is monitoring daily and reporting on a monthly basis: **"Month/Year WQP Results Submittal for PWSID#######".** Please note the month value in the subject line of the e-mail should be the month in which samples were collected. An example would be **"Jan2015 WQP Results Submittal for**

PWSID#######". If your water system is reporting on a quarterly basis, then report the quarter in which samples were collected in the subject line of the e-mail. An example of this would be: **"1Q2015 WQP Results Submittal for PWSID#######"**.

4.) After you e-mail your submission to the Bureau of Safe Drinking Water (BSDW) they are uploaded manually through our E2/SDWIS system. The E2/SDWIS system performs validation checks on the data. If the data passes all validation checks it is stored in our database. It is possible that you may discover an error in your data once it has been sent and uploaded into the E2 system. For example, you may have entered the incorrect sample point. If this happens, the data must be rejected out of our E2 system, deleted from our SDWIS system and the correct data resubmitted. To correct erroneous data, follow the steps below:

a.) Submit an E2 Deletion Request Form for Approved Parties to the Water Supply e-mail box at: watersupply@dep.nj.gov. The E2 Deletion Request Form is located on the Water Supply Administration website (http://www.state.nj.us/dep/watersupply/) under the Lead and Copper section of the Sampling and Reports link which is located under the Drinking Water Systems subsection. Please see Figure 2 for a screen shot of the form.

b.) The top part of the form contains general information concerning the sample(s) that need to be rejected from E2 and deleted from SDWIS. The second part of the form lists the most common reasons with check boxes for sample rejection/deletion. Check the appropriate box next to the reason why the erroneous sample needs to be rejected/deleted. If the reason you need a sample(s) rejected is not listed with a checkbox, please specify the reason in the "Other" section at the bottom of the form.

c.) Once you have completed the form, e-mail it to the water supply box at watersupply@dep.nj.gov. In the subject line of the e-mail enter "Approved Party Deletion Request".

d.) The Bureau of Safe Drinking Water will process your request and reject the samples from the E2 system and remove them from SDWIS. Once this is complete, you will be notified via e-mail to send the corrected data to the water supply box at watersupply@dep.nj.gov. In the subject line of the e-mail enter **Revision for PWSID NJXXXXXXX**. **Please remember to only resubmit the samples that contained errors. Do not upload the entire original submission again.**

e.) The revised data will then be uploaded by the Bureau of Safe Drinking Water to the E2/SDWIS system. If the revised data passes all validation checks it will be stored in our database system.

5.) If you have any questions or problems, please e-mail them to: watersupply@dep.nj.gov.

Figure 2: The Approved Party E2 Deletion Request Form

NJDEP/Bureau of Safe Drinking Water

E2 Sample Rejection Form for Approved Parties (04/14/2016)

Please provide the following information to expedite your E2 sample rejection request:

PWSID Number/Name/Sample Point ID:

Analyte(s) to be rejected:

Lab Sample ID(s):

Sample Collection Date:

Reason For Rejection Request:

☐ Incorrect PWSID

Original PWSID:

Correct PWSID:

☐ Incorrect Sample Point

Original Sample Point:

Correct Sample Point:

☐ Incorrect Sample Result

Original Result:

Correct Result:

☐ Incorrect Sample Date

Original Date:

Correct Date:

☐ Sample Data Was Not For Compliance (please include supporting documentation)

☐ Sample Number Used Was Not Unique

Other (Please explain):

Appendix 1

Field Descriptions for the Excel Generic Water Quality Parameter Analysis Spreadsheet for Approved Parties

Field	Mandatory?	Drop-Down Menu Values	Comments
Laboratory Certification Number	Yes	None	A value of "11047" for the N.J. Approved Laboratory has been pre-populated in the Laboratory Certification field. Please do not change or modify the value in this field.
Certifier Name	Yes	None	The name of the Approved Party.
Telephone Number	Yes	None	The phone number of the approved party. The value should be entered in the following format: XXX-XXX-XXXX
Lab Sample Number	Yes	None	Sample IDs must be unique per individual sample bottle. This field is limited to 20 characters. The Lab Sample Number should begin with the PWSID number of the water system as well as the current year and a unique six-digit number. An example of an acceptable Lab Sample ID number would be: "NJ99999992015000001". NOTE: The PWSID number should include the "NJ" and contain no spaces.
PWS ID Number	Yes	None	The Public Water System ID (PWSID) number of the water system the approved party is submitting data for. This number consists of seven-digits prefaced by a capital "NJ". Example: NJ0102001.
Replacement Indicator	No	Yes, No	This field should always have a value of "No".
Water Facility State Code	Yes	None	The Water Facility State Code (WFSC) is an NJDEP assigned value. In order for your water system to get credit for monitoring, the WFSC entered in this field must match the NJDEP assigned values. Examples include the Distribution System (DS), Treatment Plants (TP001001), Wells (WL001001), etc. If you are uncertain of your water system's specific WFSC values, please check under the facilities section in the Drinking Water Watch application at: https://www9.state.nj.us/DEP_WaterWatch_public/index.jsp
Sample Point ID	Yes	None	The value in the Sample Point ID field is identical to the Water Facility State Code. Examples include the Distribution System (DS), Treatment Plants (TP001001), Wells (WL001001), etc.

Field	Mandatory?	Drop-Down Menu Values	Comments
Compliance Sample?	Yes	Yes, No	This field is used to indicate whether this sample was submitted for compliance purposes. It should always have a value of "Yes".
Sample Collection Date	Yes	None	The date in which the sample was collected. The value should be in this format: MM/DD/YYYY.
Sample Collection Time	No	None	This field should always be left blank.
Sample Type	Yes	Routine, Confirmation, Repeat, Special, Duplicate, Split, Shipping Blank, Field Blank, Batch Blank, Split Blank, Performance Evaluation, Max Residence Time	This field describes what type of sample is being submitted. A value of "Routine" should always be entered for this field.
PB/CU Location Type	Conditional	At Source, Flushed, First Draw, Lead Service Line	This field should always by left blank.
Lab Receipt Date Sample	No	None	This field should always be left blank.
Original Lab Sample Number	Conditional	None	This field should always be left blank.

Field	Mandatory?	Drop-Down Menu Values	Comments
Street Address Location	Conditional	None	This field should always be left blank.
Detection Level	Conditional	None	This field should always be left blank.
Sample Comments	No	None	This field should always be left blank.
Analyte Code	Yes	None	The four-digit SDWIS code for the parameter being submitted. Please see below for a list of SDWIS Codes associated with the Water Quality Parameters (WQP): Temperature: 1996 pH: 1925 Conductivity: 1064 Total Alkalinity: 1927 Calcium: 1016 Orthophosphate: 1044 Silica: 1049
Analyte Code Context	Yes	SDWIS, CAS, MTB Parameter	This value should always be "SDWIS".
Analysis Start Date	No	None	This field should always be left blank.
Analysis Start Time	No	None	This field should always be left blank.
Analysis Completion Date	Yes	None	This field should always be left blank.
Analysis Completion Time	No	None	This field should always be left blank.
Data Quality?	Yes	Accepted. Rejected	This field should always have a value of "Accepted".

Field	Mandatory?	Drop-Down Menu Values	Comments
Data Quality Reason	No	Instrument Failure, Lab Not Certified, Lab Error, Other, Requestor Cancelled, Water System Rejected	This field should always be left blank.
Analysis Method Code	Yes	None	The method used to analyze a specific parameter. Please select a method from the list of acceptable values by parameter and enter it exactly (including any spaces, dashes, slashes, etc.) into this field. Please see Appendix 2 on pages 8 and 9 for a list of acceptable analytical methods for each water quality parameter.
Less Than Indicator	No	Blank space, "<"	Set this value to "<" if the result value is less than the Method Detection Limit (MDL) for a specific parameter. If a result is detected above the MDL, leave this field blank and just enter the result value.
Result	Yes	None	The numeric result of the analysis for a specific parameter. Please do not enter a zero in this field. If the result is below the MDL for a specific parameter, then enter the MDL as the result value and make sure there is a "<" in the Less Than Indicator field.
Result Unit Code	Yes	%LUM, %PUR, ADMIU, AGGR, C, CM-1, CT, CU, F, FTU, LANG, LBS/CFT, LBS/GAL, MFL, MG/L, MREM, MREMY, NG/L, NMT, NTU, OBSVNS, PH, PIC/L,	The specific unit of measure associated with the result value. Please see below for a list of Water Quality Parameters (WQP) and their corresponding acceptable Units of Measure (UOM): Temperature: °C (degrees Celsius) pH: pH units Conductivity: uMHO/cm Total Alkalinity: mg/L or ug/L Calcium: mg/L or ug/L Orthophosphate: mg/L or ug/L Silica: mg/L or ug/L

Field	Mandatory?	Drop-Down Menu Values	Comments
		SU, TON, UG/L, UMHOS/CM	
Radiological Result Count Error	No	None	This field should always be left blank.
Result Comments	No	None	This fields should always be left blank.

Note: Fields in RED are required and must contain a correct value.

Fields in BLACK are optional.

Fields that are “grayed out” should be left blank.

Appendix 2

Method Codes for Water Quality Parameters

SDWIS Code	Parameter Name	Method Code	Method Name
1044	Orthophosphate	D4327-91	ION CHROMATOGRAPHY
1044	Orthophosphate	I-1601-90	COLORIMETRIC, AUTOMATED-SEGME
1044	Orthophosphate	4110	COLORIMETRIC SPADNS, WITH DISTILLATION
1044	Orthophosphate	I-2598-85	COLORIMETRIC, AUTO; DISCRETE
1044	Orthophosphate	4500P-F	COLORIMETRIC, AUTOMATED, ASCORBIC ACID
1044	Orthophosphate	4110B	ION CHROMATOGRAPHY
1044	Orthophosphate	I-1601-85	COLORIMETRIC-MOLYBDATE BLUE
1044	Orthophosphate	365.1	COLORIMETRIC, AUTOMATED, ASCORBIC ACID
1044	Orthophosphate	4500P-E	COLORIMETRIC, MANUAL
1044	Orthophosphate	I-1602-85	COLORIMETRIC, PHOSPHOMOLYBDATE
1044	Orthophosphate	D515-88A	COLORIMETRIC, MANUAL
1044	Orthophosphate	I-2601-90	COLORIMETRIC, AUTO; SEGMENTED
1044	Orthophosphate	300.0	ION CHROMATOGRAPHY
1049	Silica	I-2700-85	COLORIMETRIC, AUTO; SEGMENTED
1049	Silica	D859-95	COLOROMETRIC
1049	Silica	D859-88	COLORIMETRIC-MOLYBDATE BLUE
1049	Silica	4500SI-F	MOLYBDATE REACTIVE SILICA
1049	Silica	D859-10	ASTM METHOD FOR SILICA-COLORIMETRIC
1049	Silica	4500SI-E	HETEROPOLY BLUE
1049	Silica	I-1700-85	COLORIMETRIC-MOLYBDATE BLUE
1049	Silica	3120B	INDUCTIVELY COUPLED PLASMA
1049	Silica	4500SIC	MOLYBDOSILICATE
1049	Silica	4500SI-D	MOLYBDOSILICATE
1049	Silica	200.7	INDUCTIVELY COUPLED PLASMA
1996	Temperature	2550	THERMOMETRIC
1996	Temperature	2550-B	THERMOMETRIC
1064	Conductivity	D1125-91A	CONDUCTANCE @ 25C
1064	Conductivity	LACHAT302-1B	CONDUCTANCE @ 25C
1064	Conductivity	LACHAT302-1A	CONDUCTANCE @ 25C
1064	Conductivity	2510B	CONDUCTANCE @ 25C
1064	Conductivity	D1125-95(A)	CONDUCTANCE @ 25C
1927	Alkalinity	D1067-88B	TITRIMETRIC
1927	Alkalinity	2320B	TITRIMETRIC
1927	Alkalinity	310.1	TITRIMETRIC
1927	Alkalinity	D1067-92B	TITRIMETRIC
1927	Alkalinity	2320	TITRIMETRIC
1927	Alkalinity	I-1030-85	TITRIMETRIC
1925	pH	D1293-95	ELECTROMETRIC-ONLINE MEASUREMENT
1925	pH	150.2	ELECTROMETRIC-ONLINE MEASUREMENT
1925	pH	D1293-84B	ELECTROMETRIC-ONLINE MEASUREMENT
1925	pH	4500H-B	ELECTROMETRIC-ONLINE MEASUREMENT

SDWIS Code	Parameter Name	Method Code	Method Name
1925	pH	150.1	ELECTROMETRIC-INDIVIDUAL MEASUREMENT
1925	pH	D1293-84	ELECTROMETRIC
1925	pH	D1293-99	ELECTROMETRIC
1016	Calcium	D6919-03	ASTM ION CHROMATOGRAPHY
1016	Calcium	SM 3500-CA B	TECHNIQUE EDTA, TITRIMETRIC
1016	Calcium	D511-93A	EDTA TITRIMETRIC
1016	Calcium	3111B	ATOMIC ABSORPTION DIRECT ASPIRATION
1016	Calcium	200.7	INDUCTIVELY COUPLED PLASMA
1016	Calcium	3500CA-D	EDTA TITRIMETRIC
1016	Calcium	D511-93B	ATOMIC ABSORPTION DIRECT ASPIRATION
1016	Calcium	3120B	INDUCTIVELY COUPLED PLASMA

Appendix 3

Important Notes Regarding the Generic Water Quality Parameter Analysis Spreadsheet for Approved Parties

- For the Lab Sample ID number, a unique number must be used per sample bottle. For example, if a water system collects a sample in one bottle and analyzes it for pH, alkalinity and orthophosphate, then those three parameters should be under the same sample number.

- When entering the Lab Sample ID number, the PWSID number of the water system you are sending in data for must be part of the number to ensure it is unique. Please also enter the current year as part of the Lab Sample ID Number. This field is limited to 20 characters. An example of a Lab Sample ID number would be: "NJ99999992015000001". NOTE: The PWSID number must include the "NJ" and contain no spaces.

- The Sample Type field should always have a value of "Routine" for all samples.

- Analytical data that has been submitted to the NJDEP can be viewed online under the Chemical Results / By Contaminant Name section of the Drinking Water Watch application located at: https://www9.state.nj.us/DEP_WaterWatch_public/index.jsp

- A value of "11047" for the N.J. Approved Laboratory has been pre-populated in the Laboratory Certification field. Please do not change or modify the value in this field.

- To determine a specific Water Facility State Code for your water system, you can check under the Facilities section of the Drinking Water Watch application at the link listed above.

- When submitting revised data, p**lease remember to only resubmit the samples that contained errors. Do not upload the entire original submission again.**